

VMR-VRO - GUIDELINE – DUPLICATE VENDORS

Checklist Reference - None

Duplicate Vendors

Normally vendors are not duplicated in this system and duplicates found are investigate and resolved. Methods used to manage duplicate vendors.

- A query is run that will pull all the FEIN numbers in the system more than once.

Exceptions

- Vendors may be duplicated because of the requirement of an interface.
 - FoodPro
 - Titan Machinery each locale has different commodity codes.
- Higher Ed requires a new vendor to be created when making payments to employees that are reportable.
- Vendors with the same name but with different FEIN numbers will have separate vendor numbers.
- HRMS vendors must be kept separate for State and Higher Ed payroll systems.

Feel free to contact the Vendor Registry Office at spovendor@nd.gov for help or guidance in entering or updating vendor information. The Vendor Registry Office will research the information, take the appropriate action and respond to your inquiry in a timely manner.